Åpproved For Redease 2005/11/21; ርቃሏ ይገታ P70-2021ተR000700270001-3

OCR NOTICE

Number CR 43-100-2 16 September 1958

FILES CLEAN-UP CAMPAIGN

Our FILES CLEAN-UP CAMPAIGN conducted during the month of August has been a most successful undertaking. Final results show that OCR has destroyed materials filling 214 drawers of all types, safe, card file, and cabinet, and has retired to less expensive storage the contents of an additional 656. We have made space available for new accessions and have at the same time been able to turn in excess equipment. I wish to compliment each one of you for your contribution to the overall success of the campaign.

By our collective efforts we have accomplished a significant saving of storage space, which in this business is particularly expensive. For example, the annual cost of maintaining a four-drawer safe or its equivalent in an OCR working area is \$192, exclusive of the original cost of the equipment and its contents. The comparable cost of storing the same material at the Records Center is less than \$10. Similar comparisons can be made for other types of storage equipment.

In addition to effecting the savings in storage maintenance, we have turned in a considerable number of file cabinets and safes made surplus by the recent housecleaning. The Records Management Staff has calculated the value of this equipment to be \$19,587, enough to pay everyone in OCR for 9 hours. As a matter of interest, a break-down of accomplishments by Division is attached.

Now that the major clean-up is completed, a continued awareness of "the bloated file" is in order. The elimination of obsolete materials and the retirement of inactive records to low-cost storage is a continuing process, of double concern to each of us: first, as employees, and second, as taxpayers. I urge all of you to be continually alert to our records problem, and to reserve storage equipment in working areas for material of current importance.

Paul A. Borel Assistant Director Central Reference

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM CONFIDENTIAL SECRET UNCLASSIFIED CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP NAME AND ADDRESS INITIALS DATE 3 4 5 DIRECT REPLY ACTION PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE FOLD HERE TO RETURN TO SENDER FRO DATE CONFIDENTIAL

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Chief, Management Staff

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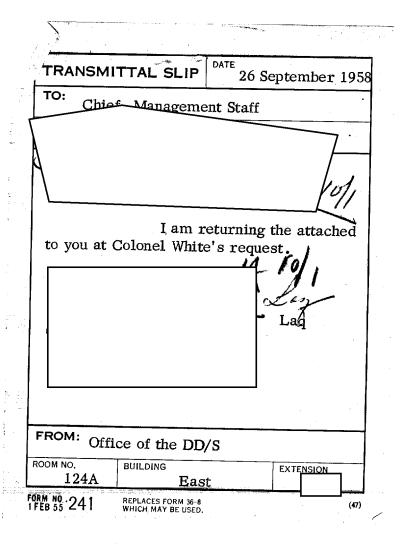
3. The word "savings" in the paper needs to be modified in concept to understand that it is substantially an avoidance of future investment, rather than dollars off in Object categories. However, this does not mean that at some time there is not a real dollar saving along the line.

Sept. 18, 1958

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